SOFTFOUNDRY
International Pte Ltd

momeet™
BEYOND MOBILE OFFICE

Momeet – Android
User Manual

January 2014
Version: 1.1

Copyright Notice.

Copyright © 2013 Softfoundry International Pte Ltd.

All Rights Reserved.

This document is proprietary to Softfoundry International Pte Ltd, which contains information that belongs as its intellectual property. Under the copyright laws, no part of this document may be copied, translated, or reduced to any electronic medium or machine readable form, in whole or in part, without prior written consent of Softfoundry International Pte Ltd.

Table of Contents

1. Introduction 5

2. System Requirement 6

3. Client Installation 6

Preparation 6

Installation 7

4. Login and Overview 7

Login 7

Overview 8

5. Contacts 9

Communication actions from contact tab 10

Adding new contacts 10

Searching for contacts 10

Editing contacts 10

6. Audio/video Calls 12

Receiving calls 13

What we can do during the call 14

7. MCU Meetings 15

Receiving a MCU meetings 15

Create MCU meetings 15

Another way of creating MCU meetings 16

What we can do during MCU meeting. 17

8. Messages 18

Open messages 18

Sending a text messages (SMS) 19

Sending multimedia messages (MMS) and more 19

9. Mobile Office 21

Upload a document 21
Actions for uploaded document 22
Share uploaded document 22
View uploaded document 22
Edit uploaded document 22
Download uploaded document 22
10. Video Manager 23
11. Whiteboard 24
Overview: 24
Create Whiteboard conferences 24
Chat group in Whiteboard 25
Invite and manage participants 25
Invite participants more: 25
Assign Level of invitee: 25
Disconnect invitee from conference: 25
Web Co-Browsing of Whiteboard: 25
The meaning of paint tools: 26
12. Client Settings 27
The setting menu 27
13. Customer Support 28

1. Introduction

The era we live in today witness some of the most prominent effects and fantastic advancement of technology. With the advent of smart phones and their operating wireless technology, the realm of communication has advanced to levels where people prefer the use of interactive video communication over the traditional audio telecommunications.

Softfoundry is proud to introduce an innovative advanced mobile technology, Momeet . An enterprise software application fully designed and developed by Softfoundry to promote office mobility, communication efficiency as well as personal telepresence. Designed to run on Android (Momeet) and iOS (Momeet Pro) operating system, it runs on most smartphone and table PCs in the market. Apart from multi-sites audio and visual interactions, Momeet "brings your office on the go" with rich media collaborations tools such as instant messaging, presentation, desktop sharing etc. Thus enhancing productivity and users availability, yet cutting down costs for the enterprise.

Utilizing ultra-low bandwidth consumption yet delivering high performance High-Definition interactive video and audio, Momeet enables communication to be readily available anywhere and anytime. This brings revolutionary innovation and convenience to the 21st century.

Momeet Features

- Instant Messages (IM)
- Video Conference
- Voice Conference
- Data conference
- Intelligent Video Surveillance
- Multi-point Collaboration
- GPS Positioning
- Push-to-Talk
- Audio & Video Record and Broadcast
- Fully Integrated communication – PC, Notebook, Tablet, Smart Phone

2. System Requirement

Momeet performs on both WiFi and 3G network, however there are certain bandwidth requirements that users must meet to effectively engage in a smooth conference experience. The following is a list of video resolution supported by Momeet and its respective bandwidth consumption.

Video size	Bandwidth Consumption
H264-BP10 (176 x 144)	64 kbps
H264-BP20 (352 x 288)	128 kbps
H264-BP30 (704x 576)	192 kbps

Note: The above figures indicate only one stream of video. For multi-sites conference, please multiply the bandwidth consumption by number of streams.

The Momeet Pro version is for iOS system.

Hardware Requirements:

CPU: Dual-Core or above.

OS: Android 2.3.0 or above.

Recommended devices: Samsung Galaxy Note, Note II, SII,SIII, Samsung i9300, Sony LT26i, LT29i, HTC One XC,G23 One X, X920e, LG Nexus4 etc.

Note: All Samsung devices do not support hardware encoder for CIF resolution video, so users should not use this resolution in video conference.

3. Client Installation

Preparation

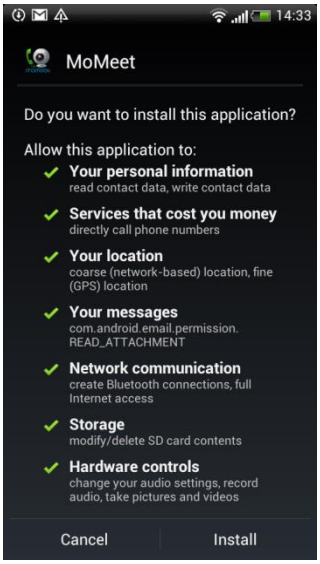
- Hardware Requirement
  - OS: Android
  - Device: smart phones as mentioned above.

- Software Requirement
  - Install online via link http://62.105.171.146/download/vodafone/
  - When we have file Momeet.apk, we can use it for installation.

Installation

1. Open web browser on your phone and go to link http://62.105.171.146/download/vodafone/ as shown as the figure. Scroll screen down then select to Momeet for Android part, tap on it to download.

2. Find Momeet.apk file, tap it and tap “Install” and confirm the installation

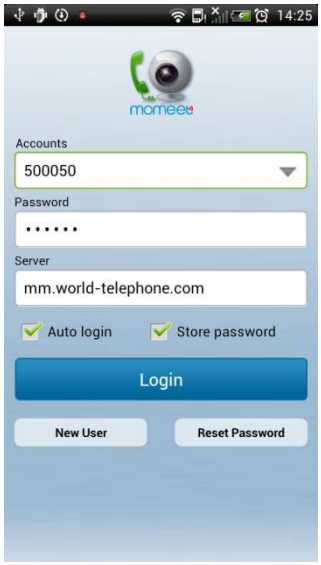


4. Login and Overview

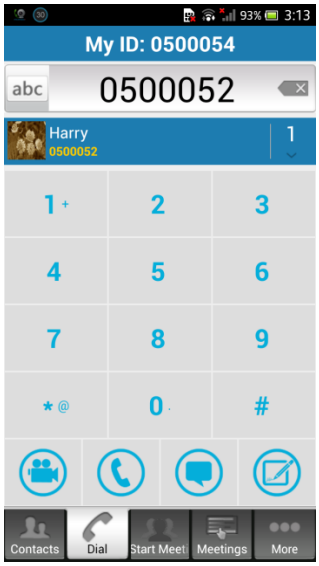
Login

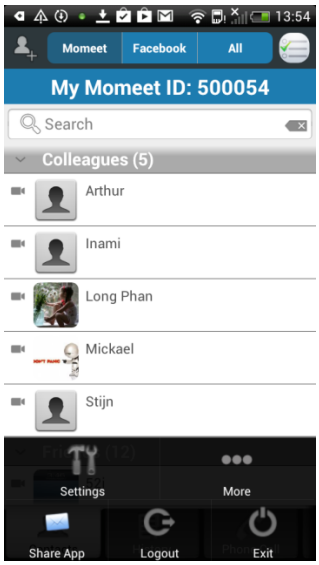
To login Momeet, follow these steps:

1. Find Momeet icon , then tap it.
2. Tap login, enter user name, password and server in their respective fields, then tap



Overview





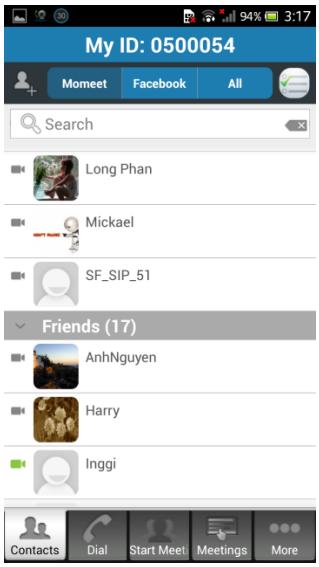
Tap

to see features more

Your phone may look different, depending on model of device you have.

5. Contacts

We can manage your communication easily with your contacts via call, messaging, email, MCU call or chat group.



Communication actions from contact tab

Make call from contacts tab	Tap contacts you want to make audio/video call, then touch on that contact id at contact info screen to make call.
Open messaging from contacts tab	Tap contacts you want to send messages, then touch on that messages button at contact info screen, then send messages.
Create MCU call from contacts tab	Enable Multi-select icon on contacts screen, checked contacts who you want to talk with, touch on "Call MCU" button.
Create group chat from contacts tab.	Enable Multi-select icon on contacts screen, checked contacts who you want to send messages to, touch on "Chat Group" button.

Adding new contacts

To add new contact, follow these steps:

1. On contacts tab, tap

3. Enter the contact name, contact id in respective fields provided.

4. Choose group name for contacts

5. Tap Save

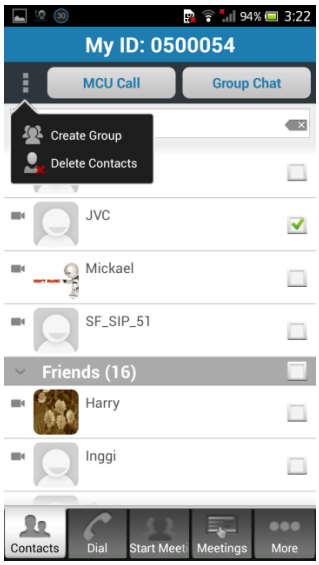
Searching for contacts

Simply enter the first few characters of the item you're looking for in the search box. Matching contact will then be listed.

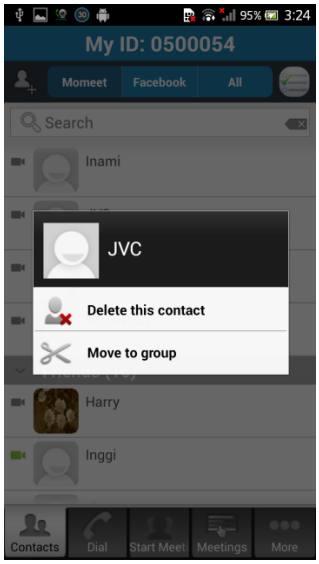
Editing contacts

You can enable Multi-select icon to check multi-contacts to new group or delete them, do following:

1. Tap "Multi-select" icon
2. Check contacts you want to move to new group or delete.
3. Tap
4. Tap "Create Group" to move contacts to new group or tap "Delete contacts" to delete contacts.

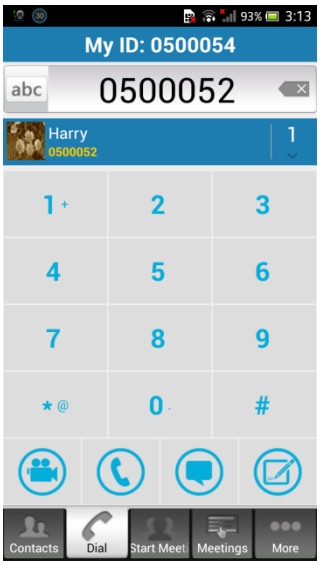


In contacts tab, you can tap and hold any contact to delete it, delete its group or move it to other groups.



6. Audio/video Calls

Making an audio/video call on "Dial" screen.



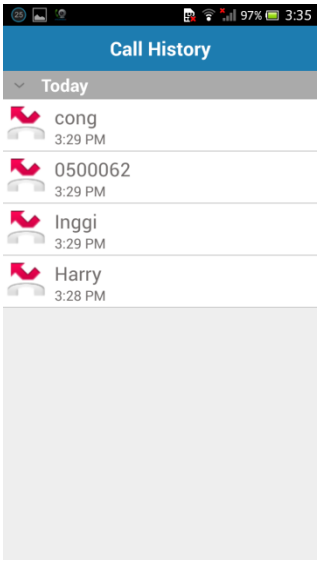
1. Enter the user ID directly in the input box in "Phone Call" interface.
   Note: *If the user ID belongs to different server, please input according to the pattern: userID@server-IP. (For example: dung1@113.161.100.50).*
2. Then tap "Audio Call" button to make an audio call or tap "Video Call" to make a video call.

Making an audio/video call from "History" screen

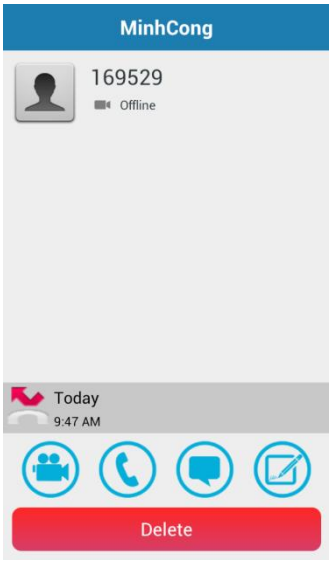
In "History" screen, you can view your miss calls , incoming calls ,outgoing calls to return a call or get more info.

To make an audio/video call form this screen, do the following:

1. Tap "More" tab, tap "History" icon, select contacts through checking the calls record in history tab. Touch on the contact you want to call.



2. Choose “Audio call” to return an audio call or choose “Video call” to return a video call.

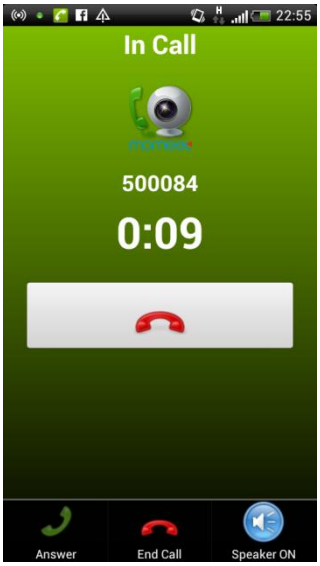


Receiving calls

When you are having an incoming call, you can tap “Accept” button to receive.
To decline a call, tap “End” button (incoming audio call) or tap “Deny” button (incoming video call).

Incoming calls

Tap button to receive or decline a call by tapping button.



What we can do during the call

While an audio call is in progress, you can:

Use another app during audio conference	Press the Home button on Phone, then tap an app icon. To return the call, tap the icon on notifications panel.
End audio call	Touch on of "audio" screen.
Turn speaker on or off	Tap , then tap Speaker icon to turn it on or off

Note: While the call is ongoing, if you open whiteboard or chat feature, we will can also talk to each other while using whiteboard feature or while using chat feature:

While a video call is in progress, you can:

Use another app during video conference	Press the Home button on Phone, then tap an app icon. To return the call, tap the icon on notifications panel.
Open chat feature under MCU meeting	Tap on video screen to open chat feature under video call.
Open Whiteboard feature, then chat feature under MCU meeting	Tap on video screen to open whiteboard, chat then chat under MCU meeting
Open Mobile Office feature.	Tap on video screen to open Mobile Office feature.

Switch cameras	Tap , then tap to switch cameras.
Stop sending video	Tap , then tap to stop sending video to remote side, and tap to send video again
Switch bandwidths	Depend on your network bandwidth, you can tap “Less Bandwidth” or “Better Bandwidth” to get better resolution for video.

7. MCU Meetings

MCU meeting lets you create a video call with multiple people at the same time, while MCU meeting is ongoing you can open Whiteboard feature to draw your ideas or you can also use Chat Group feature to send messages to each other.

View MCU meetings list: From main screen of Momeet, tap , then tap “Meeting list” item in “More” tab to see list of ongoing meetings, upcoming meetings and history meetings.

Receiving a MCU meetings

When you receive an MCU meeting, if that meeting is ongoing, you will see it in ongoing group of “Meeting Rooms” else that meeting is upcoming meeting, you will see it in Upcoming group of “Meeting Rooms” screen. Momeet also sends you notification messages when your MCU meeting is starting.

On Meeting list, you can:

- Ongoing meeting, you can tap to join it.
- Upcoming meeting, you can touch on it to see the detail.

Create MCU meetings

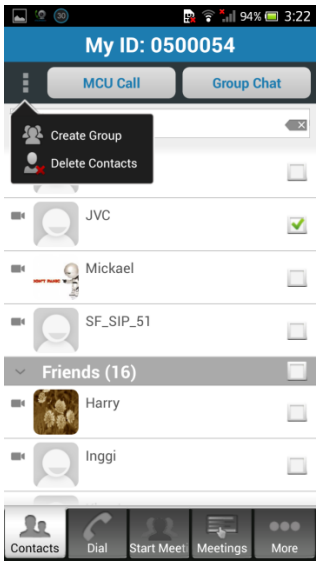
1. On “Meeting Rooms” screen,tap , Momeet will show your contacts list.
2. Check people in your contacts list to invite.
3. Tap to create MCU meeting immediately with default setting(time: at time of creation, duration: unlimited, MCU meeting name: “chairman id”’s meeting, without password, description is empty, send invitation messages to every invitees.

Note: If you don’t want to create MCU meeting with default setting, after invite any people you can touch on , then set time, MCU meeting name… in “Setting” screen.

Another way of creating MCU meetings

Besides creating MCU meeting from “Meetings” tab, we can also create quick MCU meeting from “Contacts” tab, or from “Start Meetings” tab.

Create MCU meeting from Contacts tab:



1. On contacts screen, tap multi-select icon on navigation bar to enable “check” icon of each contact.
2. Pick contact(s).
3. Tap

to create MCU meeting at time of tapping it.

Create MCU meeting from History tab:

You can also go to history tab, tap on history MUC meeting, and then press “video” icon to restart MCU meeting.

Create MCU meeting from “Start Meeting” tab:

1. Press “Start Meeting” tab
2. Select one or multi-participants by horizontal dragging your finger on contacts
3. Press “Video Call” icon or shake your phone once to start MCU meeting.

What we can do during MCU meeting.

When a meeting is in progress, you can use buttons on MCU video screen to mute or unmute the microphone. You can also press volume buttons on the left side of phone to adjust sound effects, can switch cameras, stop sending video to remote side, open Whiteboard feature and more.

Use another app during MCU meeting	Press the home button on Phone, then tap an app icon. To return the call, tap the icon on notifications panel.
Open chat feature under MCU meeting	Tap on video screen to open chat feature under video call.
Open Whiteboard feature, then chat feature under MCU meeting	Tap on video screen to open whiteboard, chat then chat under MCU meeting
Open Mobile Office feature.	Tap on video screen to open Mobile Office feature.
Switch cameras	Tap , then tap to switch cameras.
Stop sending video	Tap , then tap to stop sending video to remote side, and tap to send video again
End MCU meeting	Touch on "video" screen.

Switch bandwidths	Depend on your network bandwidth, you can tap “Less Bandwidth” or “Better Bandwidth” to get better resolution for video.

Note: While the MCU meeting is ongoing, if you open whiteboard or chat feature, we will can also talk to each other while using whiteboard feature or while using chat feature…

8. Messages

Open messages

Go to messages history by taping “Messages” tab, the all messages screen opens, where all your sent or received messages are neatly grouped into conversations, by contact name or phone number.

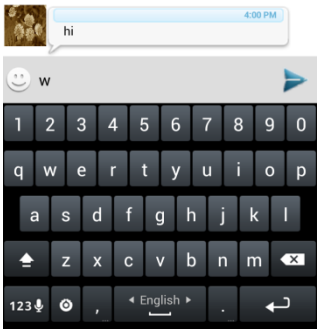
- Tap contact name or contact ID to view the exchange of messages.
- Tap and hold contact name or contact ID to delete its conversation.
- Tap “+” icon, choose recipient to send messages.

Another way to open messages

Open messages from “Phone Call” screen:	Enter the user ID directly in the input box, then tap “Message” icon.
Open messages from “History” screen	Select contacts through checking the calls record in history tab. Tap on the contact you want to send messages, then select “New Messages” item.
Open message from “More” screen.	Press “Start” icon in “More” tab, select contacts in “Select contacts” screen, then shake your phone twice to start message feature.

Sending a text messages (SMS)

1. Tap “Messages” tab
2. Tap “+”icon.
3. Choose recipient in your contacts list.
4. Compose new messages.
5. Tap “Send” icon or “Enter” button on android keyboard to send.



Sending multimedia messages (MMS) and more

Beside sending SMS, we can also send MMS or make call to receipient:

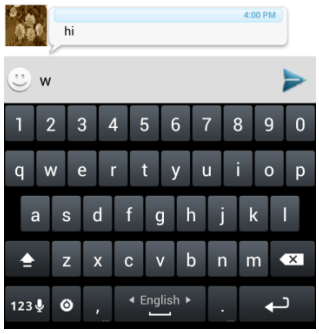
Send voice messages

- Hold icon to record.
- Release “Record” icon to and press “Yes” button to send the record.

Send image messages

Tap on , touch on “Picture” to send image messages.

- **Get taken picture:** select an existing picture in phone memory or memory card.
- **Take new picture**: take a photograph by camera and send directly to the other Momeet client.
- **Draw new paint**: “White Board” is the special feature of Momeet software. You can use it to draw a paint to send.



Send video messages

1. Tap “Video” icon to send video messages.
2. Take new video file, then send

Send location messages

1. Tap “Location” icon to get the GPS information.
2. Tap menu button on your phone.
3. Tap “Send” to send out your GPS information.

Send expression icon messages

1. Tap “Smiley”.
2. Pick expression icon to send.

Send card messages

1. Tap on
2. Tap “Card” icon.
3. Choose contacts you want to send out its card information.

9. Mobile Office

Mobile Office let you and your friends edit documents at the same time but not in the same place. Similar to Chat feature, you can also use Mobile Office feature during a MCU meeting or call/video call.

Upload a document

1. While video call or MCU meeting is ongoing, you press icon on video screen.
2. In “Document Manager” screen, press “Upload New Document” button, then choose file and press to upload.

Note: You can only uploading your documents when video call or MCU meeting is ongoing. And if you use "Mobile Office" feature while MCU or video call is ongoing, your file is shared automatically after uploading file, by default.

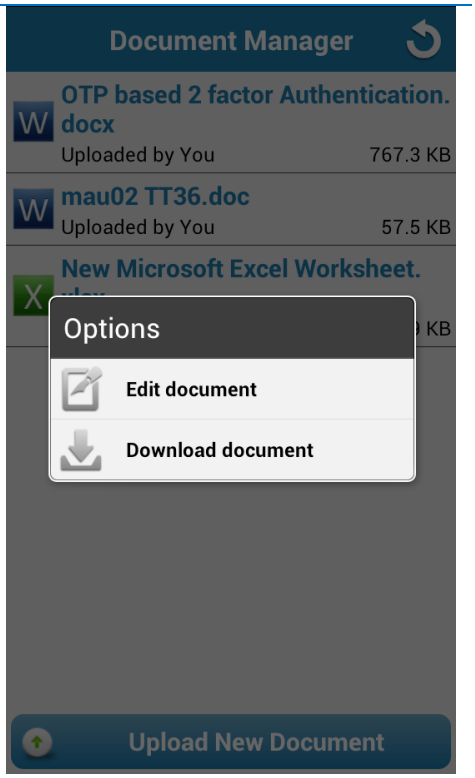
Actions for uploaded document

After uploading document(s), you can share, view, edit or download document(s) uploaded by you or other participants.

Share uploaded document

1. In "Document Manager" screen, Press "Share" icon on the right side of any document.
2. Enter recipients to share document in text field.
3. Set roll for recipients by selecting respective items from "Roll" combo box.
4. Press "Share" icon to finish sharing you document.

Note: in case, you use "Mobile Office" feature while MCU or audio/video conference is ongoing, your file is shared automatically after uploading file, by default.



View uploaded document

In "Document Manager" screen, you can view any document just by tapping on that.

Edit uploaded document

In "Document Manager" screen, you can long press on any document, then press "Edit document" option to edit it, or while viewing any document, you can press "Edit" icon on of screen to edit it.

Download uploaded document

In "Document Manager" screen, you can long press on any document, then press "Download document" option to edit it, or while viewing any document, you can press "Download" icon on of screen to edit it.

Note:

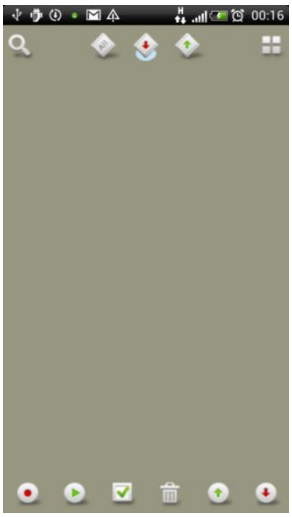
- Documents**:** 1,024,000 characters, regardless of the number of pages or font size. Uploaded document files can't be larger than 2 MB**.**
- Spreadsheets: 400,000 cells, with a maximum of 256 columns per sheet. Uploaded spreadsheet files can't be larger than 20 MB**,** and need to be under 400,000 cells and 256 columns per sheet.
- Presentations: Presentations can be up to 50 MB which is about 200 slides.

10. Video Manager

Video Manager let user can create video file or import from the others video source on user's phone to upload to media server for storage and reusing in the future.

To open video manager, do the following:

1. From the main interface of Momeet login, tap on of your phone.
2. Tap "More" icon.
3. Select "Video Manager" to switch to video manager mode.



The meaning of icons on video manager screen:

: Create image, audio and video file.

: Play selected items.

: Show select mode.

: Remove/delete selected items.

: Add selected items to upload queue.

: Import a media item into library.

: Search item in library.

: Show all items.

: Show not yet processed items.

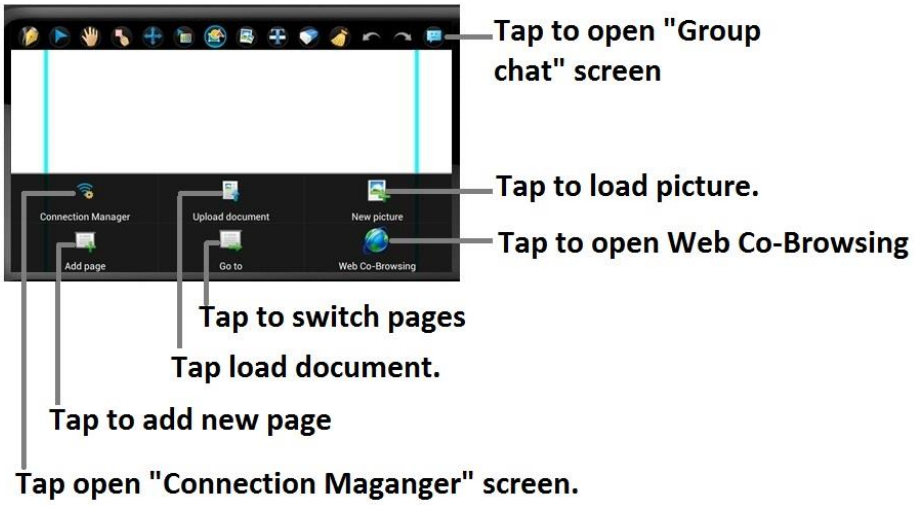
: Show uploaded items.

: Change view type.

11. Whiteboard

Overview:

After open Whiteboard feature after tap on Android phone:



Create Whiteboard conferences

If you want to create the Whiteboard conference which have many participants. It can be created when MCU call or video call is ongoing by press “Whiteboard” icon on “Video” screen.
We can create Whiteboard conference from “Dial” tab too:

1. Input “User” ID in “Dial” tab.
2. Press “Whiteboard” icon start Whiteboard conference.
3. After the Whiteboard conference is created,we can invite participants more.

Chat group in Whiteboard

While you in Whiteboard conference, you can tap to open chat group function to send messages to each other.

Invite and manage participants

Only chairman can manage invitees in conference. At drawing page of Whiteboard, presing on Android phone, then press “Connection manager” to show “Connection manager” view. Here we can invite and manage participants.

Invite participants more:

1. At “Connection manager” view, press “Invite” button.
2. Check people you want to invite.
3. Press “Back” button on your Android phone, Momeet will show “Ok” button.
4. Press “Ok” button to invite.

Assign Level of invitee:

1. After invite people join Whiteboard conference, on “Connection Manager” screen, you tap on invitee in Friend list.
2. Tap “Assign Level”, then you assign level of that invitee as:
    a. Moderator: a moderator can use “sync move page” function of Whiteboard.
    b. Normal
    c. Watch Only
    d. Block
    e. Ban

Disconnect invitee from conference:

1. After invite people join Whiteboard conference, on “Connection Manager” screen, you tap on invitee in Friend list.
2. Tap “Disconnect” to disconnect that invitee form conference.

Web Co-Browsing of Whiteboard:

1. From Whiteboard screen, tap on your phone.
2. Tap

, Momeet will open web browser, other participant will open web browser automatically and web browsing on each participant is synchronized.

3. Then you can enter characters of thing you're looking for in the search box to search. The remote side will get the same result with you and vice versa.

***Note**: To go back Whiteboard screen, we tap , then tap "Minimize" icon.*

The meaning of paint tools:

We can use tool on toolbar to draw, add texts, move pages…

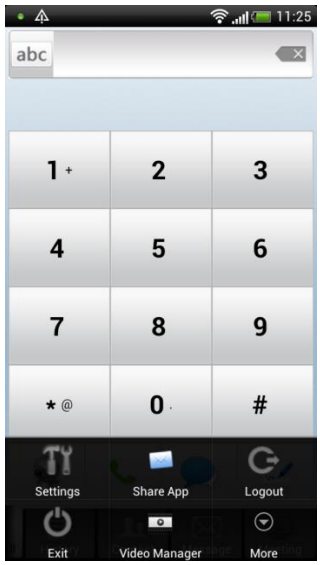
The following table describes each tool on toolbar:

ICON	FUNCTION	DESCRIPTION
	Current option	Tap this icon to see current option (current color, current tool, current stroke and current size).
	Move	Move object on drawing page
	local move page	Allow you drag to move current page
	Marker	Choose this tool and mark on drawing page to mark or highlight what you want
	Sync move page	Allows you drag to move your current page and the move side too ***Note:*** Only chairman and invitees assigned level as moderator can use this tool)
	Colors	Allows create custom colors
	Shapes	Allows you create shapes such as circle, rectangle, ellipse
	Load picture	Load picture on current page
	Text	Allow fill text on current page
	Eraser	Allows you drag to erase
	Clear	Clear current drawing page
	Undo	Tap to undo drawing

	Redo	Tap to redo drawing

12. Client Settings

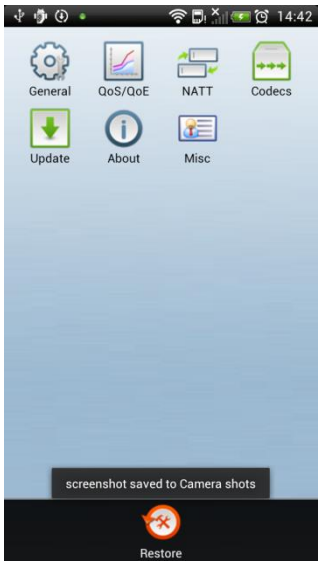
To configure advanced settings of Momeet, tap → Settings"



The setting menu

- **General**: Allow you change you set answer, setting camera, echo suppression, hardware encoder, launch when system starts.
- **QoS/QoE**: Allow you set Bandwidth and video size.
- **NATT:**
- **Codecs**: Allow you change video codecs.
- **Update**: Tap and check update new version.
- **About**: software information.

Restore: change back to default settings.



You can choose appropriate option based on what you need. And you can tap , and tap to leave all setting as default

13. Customer Support

For technical support or more information about Momeet solution, please visit contact your local Softfoundry account representative or visit our website at http://www.softfoundry.com.

Once again, thank you for your support and interest in our solutions.